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Operations

AUGMENTATION PROGRAM



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In accordance with the recommendations of AFPAM 10-243, *Augmentation Duty*, this instruction outlines the policy for managing the 305 AMW Augmentation Program. It outlines policies and procedures for wing augmentation duty providing resources and personnel to meet unexpected resource or personnel taskings (i.e. Exercises, Contingencies, Wartime, and/or Emergency Situations/Scenarios). All 305 AMW units will comply with the provisions of this instruction.

1. Philosophy.

1.1. The base Augmentation Program assists 305 AMW Commanders recognizing the need for additional personnel and resources to support 305 AMW requirements. This program also aids commanders in identifying, training, and tracking personnel to meet short-term augmentation needs for 305 AMW exercises, contingencies, wartime, and/or emergency situations/scenarios.

2. Augmentation Program.

2.1. The source of personnel and resource augmentation should be fairly distributed throughout the wing organizations taking into account mission priorities.

2.1.1. Personnel exemptions from the 305 AMW Augmentation Program include:

2.1.1.1. Personnel who are within 90 days of a PCS.

2.1.1.2. Personnel who are within 30 days of deploying.

2.1.1.3. Mission-critical AFSCs that have been reviewed and validated by the Augmentation Review Board.

2.1.1.4. Other exemptions will be issued on a case-by-case basis with approval authority granted to the 305 AMW/CV.

2.1.2. Groups/Units requiring augmentation of 305 AMW personnel and/or resources will send requests for augmentation to the 305 AMW/XP via staff summary sheet.

2.2. The 305 AMW Augmentation Review Board (ARB) includes the 305 AMW Group Commanders (or Deputy), 305 AMW Director of Staff, and is chaired by the 305 AMW/CV.

2.2.1. The 305 AMW ARB will convene annually, or as directed by the 305 AMW/CV.

3. Responsibilities.

3.1. 305 AMW/CV will/is:

3.1.1. The OPR for the 305 AMW Augmentation Program.

3.1.2. Act as the ARB Chairman.

3.1.3. Convene the ARB annually (or as required) to validate 305 AMW personnel and resource augmentation needs.

3.1.4. Act as the approval authority for augmentation requests.

3.2. 305 AMW Group Commanders (or Deputy) will:

3.2.1. Serve as members of the Augmentation Review Board.

3.2.2. Attend the annual (or as required) ARB to address 305 AMW personnel and resource augmentation needs.

3.2.3. As members of the ARB, validate augmentation requests submitted to the ARB.

3.2.4. Submit Unit Augmentation Coordinator appointment letters (include rank, name, unit/office symbol, primary/alternate phone numbers, and email address) to 305 AMW/XP.

3.2.4.1. Ensure Unit Augmentation Coordinator appointment letters are updated as necessary.

3.2.5. Submit augmentation requests and exemptions to 305 AMW/XP.

3.2.6. Maintain a list of personnel designated for augmentation duty as required by the ARB or 305 AMW/CV.

3.3. 305 AMW/XP will/is:

3.3.1. Designated as the daily manager of the 305 AMW Augmentation Program.

3.3.2. Attend the annual (or as required) ARB.

3.3.2.1. Keep ARB meeting minutes and publish to group/unit commanders.

3.3.2.2. Maintain a database to track group/unit coordinators, augmentation requests, validations, and exemptions.

JIMMIE C. JACKSON, JR., Colonel, USAF
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPAM 10-243, *Augmentation Duty*

Abbreviations and Acronyms

AFSC—Air Force Specialty Code

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station